

DUTY STATEMENT

Classification: Training Officer I	Branch: Human Resources and Support Services
Work Title: Training Officer	Section: Selection, Training and EEO Office
CBID: R01	Position Number: 214-5197-801
KEY: (E) = ESSENTIAL (M) = MARGINAL FUNCTION	

POSITION DESCRIPTION:

Under the supervision of the Selection, Training and EEO Office Manager, a Staff Services Manager II, the Training Officer I will independently design, develop, organize and conduct training classes and programs designed to enhance the knowledge and productivity of Commission workforce using a variety of methods. Incumbent will continually assess the effectiveness of training classes and make recommendations for additions, deletions, and changes to existing training curriculum, and implements recommended changes to ensure that all employees receive the required training and are developed within their respective specialty area.

WORKING CONDITIONS:

The work is performed in an indoor office and/or meeting room setting requiring the incumbent to sit, stand, and/or walk.

DUTIES AND RESPONSIBILITIES:

The incumbent is required to work alone and/or in a team environment, use a personal computer and appropriate Commission software, and operate office equipment while performing the following duties and responsibilities:

- 45% Design, develop, organize and present in-house training classes and programs designed to enhance the knowledge and productivity of the Commission's workforce using a variety of training methods. This includes consulting with numerous internal and external resources and developing and updating all materials necessary for Commission's internal training program. Materials include instructional objectives, instructor guides, learning aids and participant materials. Schedule and organize Commission brown bags and workshops with internal staff and other agencies.
- 40% Continually assess the effectiveness of training classes, develop and recommend for approval changes or additions to departmental training policies. Prepare reports, policies, procedures, and miscellaneous analytical assignments as requested by management. Work with other training analysts in assessing employee training needs, researching and recommending appropriate training for staff and management. Provide support to the Commission's Energy University (CEU), and formalize evaluation of in-house training, briefings, and seminars. Assist training manager in preparing the Annual Training plans. Communicate on a regular

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basis with the Manager of the Selection, Training and EEO Office as to status of ongoing projects and debrief on training classes conducted. (E)

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| 10% | Responsible for the Commission's Upward Mobility Program and researching, preparing and annually reporting to CalHR on Workforce Analysis. |
| 5% | Perform other duties as required, consistent with the specifications of the classification. (M) |

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="text-align: right;">/</div> <div>Employee Date</div>	<div style="text-align: right;">/</div> <div>Supervisor Date</div>